



Office of Public Instruction
Linda McCulloch, Superintendent
PO Box 202501
Helena, MT 59620-2501

Indian Student Achievement Professional Development Stipend Proposal

Return to: Mandy Smoker Broadus
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501

For OPI Use Only
County _____ Co # _____
District Name _____ LE # _____

Deadline: March 31, 2009

Project Year: October 27, 2008 to June 30, 2009

PART A. GENERAL INFORMATION

1. Prime Applicant District (District Designated Fiscal and Administrative Agent)

☐ Elementary or ☐ High School or ☐ K – 12

School Name _____

County _____

2. Main Applicant _____

Name _____

Position _____

Telephone _____

E-mail _____

Fax _____

3. Submitted by: _____

Authorized Representative _____

Title _____

Date _____

Telephone _____

Mailing Address _____

City _____

Zip Code _____

Statement of Assurances: The Board of Trustees submitted a Common Assurances form to the Office of Public Instruction for the 2002-03 school year, and no circumstances affecting the validity of the assurances have changed since its submittal. Further, the Board of Trustees certifies the district will carry out the proposed project in accordance with the Office of Public Instruction proposal guidelines.

Signature _____

Designated Authorized Representative

☐ Superintendent

☐ Principal

☐ County Superintendent (if there is no Superintendent or Principal)

☐ Approved Exception

*Board of Trustees of the prime applicant must be informed if district is awarded an Indian Student Achievement Professional Development Stipend grant.

Indian Student Achievement Professional Development Stipends

What are the ISA Professional Development Stipends?

The achievement gap that exists in Montana between American Indian students and all other students is an area of great concern around the state and within the Office of Public Instruction (OPI). These unique stipends have been established to support districts and schools as they work to close the achievement gap by focusing on data, research, and identified needs.

Who is eligible?

√ Montana public school educators who work with American Indian student populations are eligible. Priority will be given to those who work either with schools that are in the Restructuring Phase of the AYP process or those who can demonstrate a significant achievement gap within their school. Professional development options should match the demonstrated need, which will play a significant role in selection of awardees.

Important information:

√ The maximum amount that can be applied for is \$2,500. The stipend will cover only the following costs: travel, accommodations, per diem for meals and registration costs. Any other costs incurred will be either the applicant or district/school's responsibility (see application requirements below). If the total of coverable costs through the stipend award is less than \$2,500, only that amount which is required can be requested.

√ Interested applicants are strongly encouraged to discuss the professional development opportunity and its relevance and potential within the school community; with district/school administration, school improvement committees, curriculum committees, grade-level committees, etc.

√ Stipends will be distributed on a reimbursement basis only. To receive full reimbursement, the following must be provided to the OPI upon completion:

- 1) OPI NonEmployee Reimbursement Request (and taxpayer disclosure statement if haven't received a payment from OPI in the last year)
- 2) Documentation and receipts from the event, including airline tickets if applicable (excluding meal receipts).
- 3) A reflection essay (one page maximum) that includes information/lessons learned through the professional development activity, how the attendee will apply the information/lessons learned within the classroom or school, and whether the participant would recommend the event to a colleague.

√ Applications will be reviewed in the order in which they are received.

√ Applications should be received at least 30 days prior to the professional development opportunity.

√ District/school teams may apply for the same professional development opportunity; however, the maximum amount for which a team can apply is \$7,500.

How to apply?

√ Complete attached applicant information and stipend request forms.

√ Include copy of event registration form and agenda, if available.

√ Include narrative (2-3 page maximum) that addresses the following points:

- 1) Describe the professional development opportunity, the sponsoring organization(s), and how this information will specifically benefit Indian student achievement efforts in your school or district. Please include any related past efforts by the school or district in the area of student achievement to be specifically addressed and their outcomes. (i.e., a student behavior protocol and plan was implemented two years ago but has had little impact on reducing the number of office referrals, detentions, or suspensions.)
- 2) Demonstrate achievement gap within the school or district through appropriate data. Data should be representative of the type of professional development being offered (i.e., Math data should not be supplied if the stipend request is for attendance to a teacher mentoring institute).
- 3) Create a plan and timeline for disseminating the information acquired through the professional development opportunity to appropriate administrative and teaching staff.
- 4) Provide budget that will outline the costs of travel, accommodations, per diem for meals, and registration costs at allowable state rates.

√ Applicants must include a letter of support from either the district superintendent or principal. Letters must include consent to allow leave time and substitute costs, if necessary, while the applicant attends the professional development opportunity. The district must also agree to cover any additional funds beyond the stipend award that might be required. The administration should also agree to allow the stipend recipient(s) to present on the professional development to necessary staff that might benefit.

Criteria for selection:

√ Stipend request form is complete and includes narrative that addresses each of the four points outlined above.

√ Letter of support as outlined above.

√ Stipend request is received within the time allowable (30 days prior to the activity/event).

√ Applications that demonstrate the greatest need through appropriate data sources (census data, school wide data, OPI data, etc.) will be given highest priority.

√ Schools in the restructuring phase of the AYP process will be given highest priority.

For further information or questions contact:

Mandy Smoker Broaddus

Indian Student Achievement Specialist

mbroaddus@mt.gov or (406) 444-3013

Indian Student Achievement Professional Development Stipend Request Form



Name: _____ School/Position: _____

School phone: _____ School address: _____

Email address: _____

If this is a district/school team application please include the following:

Name: _____ School/Position: _____

Email address: _____

Name: _____ School/Position: _____

Email address: _____

Name: _____ School/Position: _____

Email address: _____

Name: _____ School/Position: _____

Email address: _____

Title of professional development opportunity being applied for and sponsoring agency:

Brief description of event: _____

Date, times, and location of professional development opportunity: _____

Amount requested (\$2,500 max for individuals and \$7,500 for school/district teams): _____